

## STATE OF TENNESSEE DEPARTMENT OF HUMAN SERVICES

OFFICE OF GENERAL COUNSEL CITIZENS PLAZA BUILDING 400 DEADERICK STREET NASHVILLE, TENNESSEE 37243

TELEPHONE: 615-313-4731 FAX: 615-741-4165

TTY: 1-800-270-1349 www.tn.gov/humanserv/

BILL HASLAM GOVERNOR

**Department of Human Services Civil Rights Compliance Officer** 

To:

RAQUEL HATTER, MSW, Ed.D. COMMISSIONER

## **Civil Rights Complaint Form**

400 Deaderick Street, 15<sup>th</sup> Floor Nashville, Tennessee 37243 Complainant's Name: \_\_\_\_\_ **Complainant's Contact Information \* Mailing Address: Phone Number(s):** Work: \_\_\_\_\_ E-Mail address: \* We will use any information provided to contact you unless you ask us not to. Date(s) of Unfair Treatment: Tell us how you believe you have been treated unfairly by the Department of Human Services or anybody providing services on behalf of the Department of Human Services. Please state below the basis on which you believe these unfair actions were taken. See page 2, for additional space to respond: Race/Color: National Origin: Religion: Age: Disability:

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion and political beliefs. The U.S. Department of Agriculture also prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or paternal status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic

Political Beliefs:

information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities).

If you wish to file a Civil Rights program complaint of discrimination with USDA, complete the USDA Program Discrimination Complaint Form, found online at <a href="www.ascr.usda.gov/complaint\_filing\_cust.html">www.ascr.usda.gov/complaint\_filing\_cust.html</a>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, by fax (202) 690-7442 or email at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (866-311-4287); found online at <a href="http://www.fns.usda.gov/snap/contact\_info/hotlines.htm">http://www.fns.usda.gov/snap/contact\_info/hotlines.htm</a>.

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).

SDA and HHS are equal opportunity providers and employers.	
lease explain any relevant information to your complaint. (Attach additional pages if needed)	
ave you filed this complaint somewhere else?YesNo  Yes, with what agency have you filed the Complaint:	
gned:/Date:/	

If we do not respond to your complaint within thirty-five (35) business days, please call the Compliance Officer at (615)

313-5711.